

Vault 5-13

OPERATING PROCEDURE  
for  
WVEC RADIO  
ELIZABETHTOWN COLLEGE  
ELIZABETHTOWN, PENNSYLVANIA

A temporary statement of policy

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- I. AUTHORIZED PERSONS ONLY are permitted in the control room. This regulation has been established to decrease the possibility of damage to the expensive equipment.
- A. It is the duty of the man on the board to see that no one, other than authorized persons is permitted to enter the control room. However, spectators are permitted in the studio where they can see and hear everything that is going on, except when programming from studio.
  - B. It is suggested that the door be kept shut and locked; the door to the studio should be kept open.
  - C. Unless it is necessary for you to enter the control room, don't bother the man on the board. It is very distracting to have people going in and out and making noise when you are trying to program. A list of those persons authorized to have access to the control room is given in APPENDIX A.
  - D. Any individual(s) not included in APPENDIX A is/are not PERMITTED in the control room at any time, for any reason. This includes building proctors, girl friends, buddies, parents, et al.
- II. Anyone working on the board will use special care in handling all equipment. We have had frequent breakdowns to date, many of which could have been avoided through proper handling of equipment. TAKE IT EASY. None of the controls need to be forced. Be gentle with pots, turntable gears, and tape recorder switches in particular.
- III. The use of obscene, indecent, or profane language; unauthorized disclosure or use of messages; superfluous, false, or deceptive signals; the use of off-color jokes and expressions; and the transmission of unassigned call signals are prohibited by the FCC, and WVEC Radio.
- A. Note that certain albums, especially some show albums and vocal groups (Limelitters, Kingston Trio, etc.) have certain cuts which are barred from the air. Check with Librarian or Program Director before using any such albums.



OPTIONAL: PROCEEDURE  
FOR  
WEST BAY  
ELIZABETH TOWN COLLEGE  
ELIZABETH TOWN, TRINIDAD

A. Temporary Management of Property

I. AUTHORIZED PERSONNEL are permitted in the control room. This regulation has been established to decrease the possibility of damage to the expensive equipment.

A. It is the duty of the man on the board to see that no one other than authorized persons is permitted to enter the control room. However, spectators are permitted in the studio where they can see and hear everything that is going on, except when programming from studio.

B. It is suggested that the door be kept shut and locked; then door to the studio should be kept open.

C. Unless it is necessary for you to enter the control room, don't bother the man on the board. It is very disturbing to have people going in and out and making noise when you are trying to program. A list of these persons authorized to have access to the control room is given in APPENDIX A.

D. Any individual(s) not included in APPENDIX A is/are not PERMITTED in the control room at any time, for any reason. This includes visiting students, girl friends, husbands, parents, etc.

III. Anyone working on the board will use special care in handling all equipment. We have had frequent breakdowns to date, many of which could have been avoided through proper handling of equipment. TAKE IT EASY. Some of the controls need to be forced. Be gentle with pots, turntable gears, and tape recorder switches in particular.

III. The use of obscene, indecent, or profane language; unauthorized disclosure or use of messages; superfluous jokes or suggestive signals; the use of off-color jokes and expressions; and the transmission of unassigned call signals are prohibited by the FCC and WVEC Radio.

A. Note that certain albums, especially some show albums and vocal groups (Limelisters, Kingston Trio, etc.) have certain cuts which are barred from the air. Check with Librarian or Program Director before using any such albums.



- IV. Watch your mike pot--there have been several complaints concerning accidental slips where talking was audible in the background.
- V. When a particular type program is scheduled, that type music, and ONLY that type, is to be played. The only exception--if a specified album is not available for Showtime or Date with the Classics, then a similar album of the same type music should be substituted.
- VI. On Easy Listening, Showtime, and Date with the Classics, chatter should be kept to a minimum. Don't play single cuts; play three or four or even a whole side at a time.
- VII. NO INTERVIEWS are permitted with anyone during programming, except as directed on the program log with express consent of the Program Director. This DOES NOT apply to news programs. These are under the direction of the News Director.
- VIII. Program Logs are maintained not only for the benefit and convenience of station personnel, but also in conjunction with the regulations as stated in our IBS membership, and thus must be kept up to date and accurate. Please help us maintain the necessary information by signing the time and your initials as directed at the bottom of each sheet.
- IX. Once you have signed up for a specific time to be on the air, no changes will be made except in exceptional cases approved by the Program Director and/or the Executive Committee. Help avoid schedule changes and mix-ups by checking your personal schedule before signing up for air time.
- X. Following each program the board man going off will replace used albums in the proper order on the shelf according to the code numbers (numbered with ink marker) on the album covers
  - A. Insure that each record is placed in the proper cover. The same applies to tapes.
- XI. During campus political campaigns, any and all political announcements will be on an impartial, equal-time basis, under the direction of WVEC News. NO personal plugs of any kind will be permitted



- IV. Watch your side--there have been several complaints concerning accidental slips where talking was audible in the background.
- V. When a particular type program is scheduled, that type music and GHI that type is to be played. The only exception--if a specified album is not available for Showtime or Late with the Classics, then a similar album of the same type music should be substituted.
- VI. On Early Morning, Showtime, and Late with the Classics, chatter should be kept to a minimum. Don't play single cuts; play three or four or even a whole side at a time.
- VII. NO INTERMISSIONS are permitted with anyone during programming, except as directed on the program log with express consent of the Program Director. This DOES NOT apply to news programs. These are under the direction of the News Director.
- VIII. Program logs are maintained not only for the benefit and convenience of station personnel, but also in conjunction with the regulations as stated in our IBS membership, and that news be kept up to date and accurate. Please help us maintain the necessary information by signing the time and your initials as directed at the bottom of each sheet.
- IX. Once you have signed up for a specific time to be on the air, no changes will be made except in exceptional cases approved by the Program Director and/or the Executive Committee. Help avoid schedule changes and mix-ups by checking your personal schedule before signing up for air time.
- X. Following each program the board man going off will replace used albums in the proper order on the shelf according to the code numbers (numbers with ink marker) on the album covers.
- XI. Insure that each record is placed in the proper cover. The cases apply to tapes.
- XII. During campus political campaigns, any and all political announcements will be on an impartial, equal basis. The direction of WJLB News. All personnel, slips of any kind will be permitted.



XII. At NO time, and in NO case shall anyone use the call letters WWEC on any form of transmitted communication media, or in anyway imitate or forge the programming of WWEC. The above media include amateur ham transmitters, small oscillator/transmitters, or transmitting equipment of a similar nature, including Citizen Band Tranceivers.

A. And at NO time, and in NO case shall anyone use the frequency of 740 kilocycles for any transmissions of any kind, other than those originating in the facilities of WWEC Radio, Elizabethtown College, Elizabethtown, Pennsylvania.

ANY VIOLATORS OF ITEMS # XII OR XII-A WILL BE REPORTED TO THE FEDERAL COMMUNICATIONS COMMISSION, AND WILL BE SUBJECT TO ANY FINES, IMPRISONMENT, OR OTHER PUNISHMENT DESIGNATED IN THE REGULATIONS OF THAT GOVERNMENT AGENCY.

ALL VIOLATORS OF ANY OF THE ABOVE REGULATIONS ARE SUBJECT TO TEMPORARY OR PERMANENT SUSPENSION FROM THE STAFF OF WWEC RADIO, OR ANY OTHER DISCIPLINARY ACTION DESIGNATED BY THE EXECUTIVE COMMITTEE.

Anyone can make A mistake. Don't be the one to make the same mistake twice.

The Executive Committee  
WWEC Radio





# WWEC OPERATING PROCEDURE

## APPENDIX A

### Authorized Personnel

Kenneth L. Bowers, Advisor  
Mark Miller  
Phil Reese  
David Martin  
Richard Lytle  
Marty Heilman  
James Steger  
Mike Macalka  
Chet Rose  
Karl Boehringer

David Gross  
John Eshleman  
Philip Bufithis  
Neil Cunningham  
Gary Rorbaugh  
Craig Lacov  
Bill Smock  
David Herbster  
John Waggoner  
Tom Farrow

1. Several girls will, from time to time, be acting as D.J.'s and, although they will not be working the board, they will be in the control room for their show. The man on the board will be notified in the event of such programming. NOTE - This will be the only time these girls will be admitted to the control room
2. From time to time, certain groups from other college or commercial stations may visit our station. They are permitted in the control room on a NO TOUCH basis, with the consent of an Executive Committee Member.

